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PROGRAM GOALS

- To provide dental hygiene education and leadership by using a team approach.
- To maintain the recruitment and retention of dental hygiene students by creating a quality professional academic environment.
- To foster diverse participation in and matriculation through the Dental Hygiene program.
- To continue to meet the needs of our community and state by graduating competent dental hygienists.
- To prepare the dental hygiene student to perform all aspects of dental hygiene treatment under the direction and supervision of licensed hygienists and dentists.
- To develop graduates to use an evidence-based approach to dental hygiene.
- To develop graduates who possess the skills and knowledge to competently, legally, and ethically plan, implement, and evaluate dental hygiene services.
- To develop graduates who possess the ability to assess their own work and actively plan for continuous growth.
- To encourage participation in professional associations for the advancement of dental hygiene promotion of oral health.
- To foster an attitude of lifelong learning and scientific inquiry.
- To foster a commitment to community services.
- To prepare graduates in dental hygiene to deliver patient care with a scientific basis and caring manner.
- To instill a professional and societal responsibility in all students that will prepare them to become community leaders and address the public need.
- To prepare the student to pass the Dental Hygiene National Board and State Board clinical exams.
Students interested in the Dental Hygiene Program are encouraged to visit the assigned Admissions Specialist.

**Important Notice**

Rules, regulations, and policies at CCCC and the Dental Hygiene Program are reviewed annually. Changes that occur to this booklet will be relayed to all Dental Hygiene faculty and admissions counselors. Students are urged to request the most current information from the department, at least on a yearly basis.

**CCCC is an Equal Opportunity College**

Central Carolina Community College serves the public without regard to race, color, national origin, religion, age, sex and sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information. Central Carolina Community College has approved the following policy to guide its delivery of services to students with disabilities: No individual at Central Carolina Community College shall, by reason of disability, be excluded from participation in or be denied the benefits of or be subjected to discrimination within any program or activity for which he is otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with their condition and interests. For more information, see the “Special Populations Services” section.
CCCC 2015-2019 Strategic Plan

Mission
Central Carolina Community College serves as a catalyst for individual, community, and economic development by empowerment through accessible lifelong learning.

Vision
Central Carolina Community College is a nationally recognized, world-class leader providing learning opportunities that contribute to economic progress and cultural enrichment for the students and communities we serve.

Values
Learning, People, Excellence, Integrity, Communication, Community, Access, Innovation, Stewardship

Goals
Goal 1: Learning First - Learning is everyone’s responsibility. All faculty and staff are educators committed to engaging students as full partners in the learning process.

Goal 2: Student Access - Central Carolina is committed to learning by providing broad and intentionally planned access to its programs and services, and to removing barriers to enrollment and progression.

Goal 3: Student Success - Central Carolina is committed to learning by supporting and assisting students in achieving their educational goals.

Goal 4: Employees - Central Carolina is committed to learning by attracting, developing, and sustaining high-performing employees.

Goal 5: Partnerships - Central Carolina is committed to learning by establishing and maintaining partnerships that support the college mission.

Goal 6: Financial Foundations - Central Carolina is committed to learning by maintaining and enhancing a strong financial foundation.

Goal 7: Collegiate Environment - Central Carolina is committed to learning by fostering a culture that optimizes the student experience and the learning environment.
DENTAL PROGRAM MISSION STATEMENT

Central Carolina Community College Dental Program is committed to establish and maintain quality staff, faculty, and facilities necessary to educate and train competent dental assistants and hygienists to serve the oral health care needs of the citizens of our state, while achieving the educational goals of our students.

DENTAL HYGIENE PHILOSOPHY

The Philosophy of the Dental Hygiene Program is to provide an educational environment in which students can learn, be challenged, and prepare for a role in the modern practice of dentistry. The Dental Hygiene Program embraces the concept of a team approach to the delivery of dental patient care.
Dental Hygiene Program Competitive Admissions Process

Step One: Apply to CCCC for admission (online applications are processed a little faster)

▪ Submit an application to the Admissions Office at www.cccc.edu and click where it says "Apply Now."
▪ Complete placement testing requirements (acceptable scores on the placement test, ACT/SAT scores or finish the developmental courses OR complete college level Math and English)
▪ Send official copies of high school transcript and all college transcripts from all college courses attempted to the Admissions Office:

Central Carolina Community College
Attn: Admissions
1105 Kelly Drive
Sanford, NC 27339

Step Two: Stay in touch with the Dental admissions counselor
See the Dental admissions counselor to assist in selecting and scheduling courses and to set up an educational plan. You will also need to see the Dental admissions counselor to schedule your mandatory information session.

Step Three: Attend a mandatory information session.
The information session dates are posted to the CCCC events calendar at www.cccc.edu. The information session includes a tour of the facilities, a presentation about the dental careers by the faculty, and an explanation of the points-based admission process.

Step Four: Complete necessary courses and maintain appropriate GPA requirements

▪ Students are required to complete program prerequisites before submitting a consideration application to the program in January. Students must earn a grade of a C or higher within 5 years of the application date, unless other time limit noted. These courses are (examples given in parenthesis):
  - Math (MAT 110, MAT 115, MAT 140, MAT 151, MAT 161)
  - Biology (BIO 163, BIO 175 or other BIO)
  - Chemistry (CHM 130/A or other CHM)
▪ Students are encouraged to complete curriculum courses required to graduate from the program, prior to starting the program. This helps to earn more points for the selective admission process and it also lightens the course load once accepted into the program. Please view a curriculum guide online at http://www.cccc.edu/curriculum/majors/dental/ for a listing of these courses. The curriculum guide is a .PDF file on the right hand side of the page. A minimum 2.5 cumulative GPA from all courses taken within the past 5 years, as well as a 2.0 GPA
from the most recent semester are the required GPAs to apply to the program.

**Step Five: Complete Required Observation Hours (Minimum of 40 hours)**
Students must complete 40 hours of observation of a Dental Hygienist in a Dental Office and turn in the required observation verification form.

**Step Six: Schedule an appointment to take the TEAS V.**
The TEAS V is an entrance test for the health programs. It tests technical Math, English, Reading, and Science skills. There is a study guide with practice tests that students are strongly encouraged to utilize. The study guide can be purchased in the campus bookstore or online through [www.atitesting.com](http://www.atitesting.com). Students can take the TEAS V once they either pass the placement test or complete all developmental courses. Permission to test is given by the admission counselor. There is a $35 fee for each testing attempt.

- The TEAS V can be taken three times in three years. The percentage correct obtain in the areas of Math, English, and Reading are used for the selective admissions process.
- The TEAS V scores are valid for three years and must be current at the time of application. If a student tests a third time, scores from the two most recent attempts will only be used.

**Step Seven: Submit a Dental Hygiene Program Application (last two weeks of January)**
- Applications must be requested from and returned to the program admissions counselor.
- Initial applications are available starting mid-January and are due the last working day of the month. If the program does not fill in January then a second consideration will be conducted during the spring semester.
- Applications must be complete in order to be considered by the admissions committee. A complete application includes:
  - Application on file to CCCC within past 12 months
  - Dental Hygiene program application turned in by last day of the month
  - Transcripts on file (high school and all college transcripts)
  - Attendance at a Dental Programs information session is mandatory for application
  - Acceptable placement test scores or grades in developmental courses.
  - All four prerequisite courses taken with a C or better grade within the past 5 years
  - TEAS V scores on file within the past three years
  - Acceptable GPA (2.5 cumulative GPA and 2.0 last semester GPA)
  - Current Adult/Child/Infant/AED CPR certification
  - Acceptable TOEFL scores for non-US Citizens

Additional points can be earned for prior work experience of at least 6 months in a health field, for completion of High School Medical Career/Health Occupations Classes I and II, for obtaining an American Heart Association CPR for the Healthcare Provider certification, and for completing general education requirements prior to submitting your application (see rating sheet for details).
TRANSFER/AUDIT OF COURSES

In order to better prepare students for the rigors of the National Board Exam, students are encouraged to participate in all DEN courses at CCCC that were previously completed at other colleges or programs. These courses may be retaken for credit or by audit* (at the discretion of the CCCC faculty) when entering the Dental Hygiene Program at CCCC. All dental hygiene courses completed more than 3 years prior for re-admission or transfer must be repeated.

Students who have received credit for DEN courses from a former period of admittance at CCCC are encouraged to retake or audit all DEN courses when re-entering the Dental Hygiene Program. The Dental Hygiene faculty members feel strongly that students benefit by retaking these classes, as it updates previously learned material and refreshes student memory prior to applying and taking the National Board.
DENTAL HYGIENE TECHNICAL STANDARDS

Central Carolina Community College has developed the following technical standards according to the nature of the work required in dental hygiene practice and the educational requirements of the dental hygiene curriculum. To be successful in the Dental Hygiene program, students will need to demonstrate mastery of these basic skills/abilities.

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<tr>
<th>Issue</th>
<th>Standard</th>
<th>Expected Outcomes (not all inclusive)</th>
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<tr>
<td>INTERPERSONAL</td>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds.</td>
<td>• Able to communicate effectively with patients, clients, families, and colleagues.</td>
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<tr>
<td>COMMUNICATION</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>• Able to collect and assess data and be able to communicate the rationale for planned treatment and patient educational aids. • Able to document legibly either in written or computer format assessment findings or treatment rendered.</td>
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<td>CRITICAL THINKING</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>• Able to identify cause and effect relationship in clinical situations by developing dental hygiene care plans specific to patient’s needs. • Able to assimilate knowledge from lecture, laboratory and clinical arenas. • Able to utilize basic mathematical skills.</td>
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<td>MOBILITY</td>
<td>Physical abilities sufficient to move around rooms in the dental environment; maneuver in small spaces, and reach needed equipment.</td>
<td>• Able to move around clinical operatories, dark room, sterilization room, and other treatment areas. • Able to position chair-side in close proximity to patient. • Able to administer CPR and BLS procedures. • Able to reach radiographic equipment which is approximately 5-6’ off floor. • Able to transfer patients from wheel chairs to dental chairs and back.</td>
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<tr>
<td>MOTOR SKILLS</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, client, and co-workers.</td>
<td>• Able to move, calibrate, use equipment and supplies including sharp instruments. • Able to provide therapeutic or oral therapy aids chair-side – mannequins, small equipment, etc.</td>
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<td>AUDITORY</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>• Able to hear patients, cries of distress, sound of instruments being properly utilized, sound of slow speed hand piece and ultrasonic scaler, and monitor vital signs.</td>
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<td>VISION</td>
<td>Visual ability sufficient for physical assessment, performance of dental procedures, and maintenance of environmental safety.</td>
<td>• Able to observe patient responses and assess variation changes. (Example: skin color and facial expression. Notes gingival description and pocket depths (read probe) – healthy vs. disease state including color changes) • Able to monitor vital signs. • Able to evaluate radiographs for technical quality. • Able to note color changes in dental materials which indicates reactions occurring. • Able to read and comprehend the material.</td>
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<td>TACTILE</td>
<td>Tactile ability sufficient for assessment and performance of dental chair-side procedures including safe expanded functions.</td>
<td>• Able to perform palpation techniques, functions of a dental hygiene exam, and/or those related to therapeutic intervention.</td>
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Please contact the Special Populations Director (919-718-7416) if accommodations are needed.
COMMUNICABLE DISEASE STATEMENT

As a healthcare provider, students enrolled in the Dental Hygiene Program are exposed to communicable diseases such as tuberculosis, HIV, hepatitis B, hepatitis C, influenza, etc., via exposure to blood, other body fluids, aerosols, and spatter. Students will be trained in universal precautions and asepsis techniques to minimize this potential of transmission. When healthcare providers follow established infection control procedures, disease transmission from dental patients to members of the dental team is extremely low.

Non-Discrimination of Patients: The American with Disabilities Act forbids discrimination against patients based on health/disease status; therefore, students are required to treat all patients assigned, regardless of the disease state of the patient. Refusal to treat any given patient will result in disciplinary action that may jeopardize the student's clinical success for that course. Students accepted into the Program will verify their knowledge of the Communicable Disease Statement and the risk for disease exposure, and sign an agreement to service all patients that are assigned to him/her regardless of the patient's sex, race, or disease status.

Immunizations: Medical records as required by the CCCC Dental Program Director must be completed and on file in the Dental Hygiene Program office. All students are required to obtain all vaccinations/immunizations prior to entering clinic; immunizations minimize acquisition of diseases. Hepatitis B is the most critical occupational hazard for dental personnel; therefore, it is mandatory that all dental students be vaccinated against Hepatitis B. Those with documented allergies to the vaccine must sign a waiver form. Students must have received their second vaccination prior to rendering intraoral treatment and/or training. Students who miss a lab session because they have failed to receive their second vaccination will be considered absent and will receive a zero for that lab session. The deadline for receiving all vaccinations (to include the 2nd HepB) is by the first Spring semester of the program. Students must have the series completed by the first Spring semester of the program, which is when patient treatment begins. Documentation must be provided to the Program Director in order to continue clinical training. Students will be required to have a yearly PPD test evaluation of exposure to tuberculosis. The student is responsible for when they are due for their PPD test. If the PPD test is not completed by the annual date, students will not be allowed to participate in clinical activities and will be given a grade of “0” for the day.

Students with a Communicable Disease Status: Students who have a positive Hepatitis, HIV, or any other communicable disease status, must notify the VP of Student Services and Program Director. Health Sciences Programs lead to increased exposure to a variety of communicable diseases due to direct patient care. The Program Director will review all medical history forms and will disclose disease status information to the Program faculty. CCCC will not discriminate against students based on health/disease status. A positive disease status will not prevent a student from entry into the program; however, written documentation from their healthcare provider must be provided stating the student’s health status and immunity level.

As a part of the program, students’ are required to perform a variety of clinical skills on each other in the learning process. They are also required to be peer patients and clinicians. Prior to performing any intraoral skills on each other, a full medical history must be obtained. Students’ should be aware that they MUST fully disclose their health/disease status with regards to obtaining a full medical history. Full disclosure of disease status is required to minimize the possibility of infection due to an immunocompromised state. Furthermore, in the event of a bloodborne pathogen incident, the clinician would need to have accurate information regarding the health/disease status of the peer patient.

Medical histories are stored within the EagleSoft software utilized by the program. All information regarding the health/disease status of students /patients is considered “protected health information (PHI)”. The Health Insurance Portability and Accountability Act (HIPAA) has
been set forth to provide protection of any identifiable health information transmitted or maintained within any organization. It is mandatory that all students’ of the Program adhere to the rules and regulations set forth by HIPAA. Failure to do so will result in immediate dismissal from the Program.

In addition to full disclosure of health/disease status to the Program, students’ are also considered healthcare providers while in the program and must abide by the North Carolina requirement of notifying the Chief of Communicable Disease. See the address below:

**ATTENTION: Health Care Providers who test positive for Hepatitis or HIV must notify:**
Chief, Communicable Disease Control Branch
1902 Mail Service Center
Raleigh, NC 27699-1902

**CARDIOPULMONARY RESUSCITATION REQUIREMENTS**

Once a student is accepted in the dental assisting program, they will be required to achieve and maintain current certification in cardiopulmonary resuscitation prior to patient care.

**PLEASE NOTE:** *All accepted dental assisting students will complete a CPR course, organized by the Program Director, so that all students complete the course at the same time. The dates of the CPR courses will be discussed at the new dental assisting student orientation during the summer prior to classes starting in the fall semester.*

**Current** CPR certification will also be required to practice dental assisting in North Carolina. Students should provide a copy of both sides of their CPR card to the Program Director. Upon recertification, a copy of both sides of the card should be submitted to the Program Director. *The deadline for submitting proof of CPR certification is the first day of class.*

Certification or recertification is required for treatment of classmates and/or patients at rotation sites. **Students will not be allowed to participate at rotation sites without current CPR documentation.** Failure to achieve, maintain, and provide documentation will result in “0’s” to be entered for all requirements and training assignments missed due to non-compliance.
American Dental Association

Accreditation: The dental hygiene and dental assisting programs have been granted the Accreditation Status of Approval Without Reporting Requirements by the American Dental Association Commission on Dental Accreditation. The next site visit scheduled for the programs will be in 2015. A copy of the Dental Hygiene and Dental Assisting Accreditation Standards and CODA Policies and Procedures, including those for complaints, may be obtained by calling 1-800-621-8099. The Standards may also be found online at American Dental Association (ADA) www.ada.org or in writing at 211 East Chicago Avenue, Chicago, IL 60611.

American Dental Hygiene Association

Dental Hygiene students are to become members of the American Dental Hygienists’ Association – Student Members. Students are to pay membership dues in the Fall semester of their first and second year. The membership entitles each student to membership in the National organization. Students receive monthly professional journals and quarterly newsletters after having paid dues. Attendance is expected since participation in the professional activities fosters knowledge and a sense of belonging and pride. Component participation is encouraged as well. Students will go to www.ADHA.org to join.

STUDENT ACTIVITIES

Central Carolina Community College, in cooperation with the Student Government Association, attempts to enrich the academic and social growth of the student with a wide range of student activities. Students are encouraged to participate in as many activities as time permits. Membership in all student organizations shall be open to all students without regard to race, sex, color, creed, age, disability, religion, or national origin.
LICENSURE INFORMATION

NATIONAL BOARD

The National Board Examination for hygienists is held each year. The exam is given electronically by designated Pearson View Centers. Second year students must adhere to all deadlines set by the American Dental Association in order for forms to be mailed out in time to reach the ADA Council on Accreditation. Students will be responsible for mailing their applications separately. Ultimately, it will be the student’s responsibility to complete all application requirements, and to ensure that the application has been mailed prior to the stated deadline.

Students are urged to keep and organize all notes and materials from Biology/Chemistry courses as well as dental courses in order to facilitate review for the National Board Exam. Passing classes at CCCC is not a guarantee of success on National Board Exams.

http://www.ada.org/2662.aspx

REGIONAL BOARDS-CITA

Graduates of the Dental Hygiene Program at Central Carolina Community College who are successful in passing the Dental Hygiene National Board Exam are eligible to sit for the Council of Interstate Testing Agencies (CITA) Regional Clinical Exam in Chapel Hill, NC. Students are to adhere to all deadlines set by the CITA Board to ensure that the CITA Regional Agency receives all high school transcripts, applications, and fees on time. Ultimately, it will be the student’s responsibility to complete all application requirements and to ensure that the application has been mailed prior to the stated deadline. It is also the student graduates’ responsibility to locate a suitable patient, complete all required paperwork, and secure the proper supplies and equipment necessary to sit for the CITA Regional Clinical Board. Passing labs/clinics at CCCC is not a guarantee of success on State/Regional Board Exams.

http://www.citaexam.com/dhaplication.html

NC STATE BOARD/LICENSURE

The NC State Board Examination for Licensure (Jurisprudence and Infection Control) is given via online. Students are to have successfully passed the CITA Regional Clinical Board. Students are to adhere to all deadlines to ensure that the State Board receives all high school transcripts, applications, and fees on time. Ultimately, it will be the student’s responsibility to complete all application requirements and to ensure that the application has been mailed prior to the stated deadline. Passing labs/clinics at CCCC is not a guarantee of success on State/Regional Board Exams.

http://www.ncdentalboard.org/hygienis.htm
DENTAL HYGIENE EMPLOYMENT OPPORTUNITIES

A variety of employment opportunities are available to graduates of the Dental Hygiene Program. These opportunities include, but are not limited to, the following:

- Private Practice – General Practice and Specialties
- Contract Service for Federal Installations: Fort Bragg, VA Hospital
- State Institutions – Prison System, Public Health Organizations, ECU Dental Clinics
- Marketing – Sales Companies
- Research
- Consulting
- Patient Advocate
- Education (clinical instruction while pursuing a BS)

JOB PLACEMENT

The 2nd Year Dental Hygiene Clinical Director arranges for area dental temporary placement agencies to come and speak to the dental hygiene students the last semester of the program. This allows dental hygiene students to interview for jobs and work until they are placed in an office.

Students also complete a mock interview with a local dental professional during the last semester to enhance interview skills and reduce fears of going through the interview process.

Past graduates are informed of job opportunities as those opportunities become available through email, phone, and/or social media.
Functions of the Dental Hygienist

Although legal dental hygiene functions vary from state to state, some of the functions routinely performed by a dental hygienist include, but are not limited to:

- Monitoring of patient’s health history, including blood pressure
- Thorough examination of the teeth and oral structures, including a soft tissue exam
- Removal of calculus, stain, and plaque (hard and soft deposits) from above and below the gum-line
- Application of caries-preventive agents, such as fluorides and pit and fissure sealants
- Plaque control instruction and development of individualized oral hygiene programs for home care
- Dietary analysis and counseling
- Exposure, processing and interpretations of dental x-rays
- Placement of temporary fillings and periodontal dressings, removal of sutures, and polishing and re-contouring amalgam fillings
- Educating the individual patient, the general public and special population groups (e.g., minority groups, geriatric, mentally/physically handicapped persons) about the importance of good oral hygiene habits
- Oral cancer and blood pressure screenings
- Designing and implementing community dental health programs

In some states, with additional education, a hygienist may provide other services such as administering local anesthetics and nitrous oxide/oxygen analgesia, placing and carving of filling materials, and also additional periodontal procedures.

The Dental Hygiene faculty at Central Carolina Community College appreciates your interest in our program. It is our sincere wish that all who enter the Dental Hygiene curriculum will graduate and share with others the education and technical skills necessary to achieve and maintain optimum oral health.

To service others is the truest reward in life.